



# *FAMILY HANDBOOK*

2015-2016

**Medfield Afterschool Program, Inc.**  
P.O. Box 18  
Medfield, MA 02052



**Main Office**

***17 Elm Street – Behind Wheelock School - MAP Modular***

***(508) 359-0003***

**Executive Director: Gaye Shannon      Email: [gayeshannon@verizon.net](mailto:gayeshannon@verizon.net)**

**Jump Start MAP/Kindergarten & First Grade Program**

**160 North Street – Next to Memorial School - MAP Modular**

**(508) 359-2165**

**Program Director: Annette Gallagher      Email: [annette.map@comcast.net](mailto:annette.map@comcast.net)**

**Second & Third Grade Program**

**17 Elm Street – Behind Wheelock School - MAP Modular**

**(508) 359-8513**

**Program Director: Stephanie Scangas      Email: [stephanie.map@verizon.net](mailto:stephanie.map@verizon.net)**

**MAP @ the Pfaff (grades 4-6)**

**124 North Street - Pfaff Center – Corner of North St. & Dale St.**

**(508) 359-2168**

**Program Director: Kurt Jackson      Email: [kurt14.map@gmail.com](mailto:kurt14.map@gmail.com)**

**Counselor-in-Training Program (grades 6-8)**

**Students enroll to assist @ any of our programs**

**(508) 359-0003**

**Program Coordinator: Gaye Shannon      Email: [gayeshannon@verizon.net](mailto:gayeshannon@verizon.net)**

# **MEDFIELD AFTERSCHOOL PROGRAM 2015-2016**

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## INTRODUCTION TO MAP

Welcome to the Medfield Afterschool Program (MAP). The information contained in this handbook is designed to inform you of policies, procedures, and routines in order to initiate and maintain ongoing constructive communication between families and MAP. Up to date information can be found on our website: [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com)

### History of MAP

MAP was established as a non-profit corporation in 1989 by concerned working families in need of child care when the Needham YMCA closed its after school program in Medfield. Initially, there were 17 children enrolled in the program and it was housed in just the Memorial School cafeteria. MAP leased the space from the School Department for \$1. Parent volunteers cleaned up the cafeteria (which had been used for storage) and solicited donations for materials, supplies and games from families and businesses. MAP continues to rely on both parents/guardians and concerned citizens to help administer, fund, and support MAP's commitment to provide quality child care to children residing in Medfield and enrolled in preschool and kindergarten through eighth grade. The program is fully licensed by the Department of Early Education and Care which is required by law in the Commonwealth of Massachusetts.

In 1990, Gaye Shannon was hired as the Executive Director and there were 26 children enrolled. Today, MAP enrolls approximately 350 students from 270 families at three facilities, and employs between 30 and 35 educators & staff.

Over the years, Medfield school building usage has changed and MAP facilities have changed with it. During a reconfiguration of the Memorial School, MAP moved from there to the Middle School. MAP built its first modular classroom in 1998 at the Memorial School after the School Department requested MAP extend its kindergarten coverage to include both morning and afternoon. This modular building also housed the first graders, while the rest the MAP students remained at the Middle School.

In 1999, the second and third graders were moved from the Middle School to a classroom at Wheelock. In 2000, MAP began to lease space from the Park and Recreation department for the fourth and fifth graders, which was adjacent to the Dale Street School, providing much needed relief on the space at the Middle School.

In 2002, the Memorial School underwent construction and the MAP modular building was moved to the Wheelock School. The kindergartners and first graders were housed in this modular building at Wheelock while the second and third graders remained in the MAP classroom at Wheelock.

By 2003, the Memorial School construction was complete. MAP built a second modular building at the Memorial School and the kindergartners and first graders moved back to this site. The second and third graders moved out of the Wheelock classroom and into the modular building at Wheelock. That year, MAP also implemented a Kindergarten extension program to operate in the modular at Wheelock to offset the growth in the number of kindergarten families needing care. This program ran successfully for ten years but lower enrollment in the Medfield Public schools decreased, therefore, MAP was able to accommodate all families at the K-1 site.

In 2014, MAP continues to grow and change to meet the need of the families in our community. With the increased number of Full Day Kindergarten classes being offered by the school, MAP is offering a Jump Start program for children who are 4 & 5 years of age.

MAP has a long history of working with the schools and responding to community needs. MAP is fiscally prudent, operating on a balanced budget and keeping tuition affordable.

*We want to express our pride in and commitment to the continuing excellence and growth of MAP and hope you will become involved and share our enthusiasm.*

### **Mission Statement**

To create enriching opportunities for school age children in a stimulating and nurturing environment.

### **Philosophy & Program Purpose**

Since the before and after school period represents a major portion of a child's free time, MAP is designed to provide children freedom of choice within a structured environment. MAP offers various activities to enhance individual children's interest, talents, and values. The program will foster each child's need for relaxation, quiet time, an environment for homework, and a supportive atmosphere during this period.

### **Inclusion and Non Discrimination**

MAP does not discriminate in providing service to children and their families on the basis of sex, race, religion, cultural heritage, national origin, political beliefs, sexual orientation, gender identity, disability, marital, or economic status provided that the program can meet the needs of the child.

### **Organizational Structure**

The MAP Board of Directors assists in the administration of the program. For the 2015-2016, the Board consists of the following **Board Members**:

Michelle Bartolotta, David Desmond, Dawn Friscia, Debra Garverich, Kay Hoffman, Lindsay Kittredge, Mike Kratochwill, Doug Morrison, and Christine Robertson

**Executive Director:** Gaye Shannon

*Gaye Shannon, Executive Director, reports to the President of the MAP Board. Health and safety issues are reported to MAP's Health Consultant.*

As Executive Director, Gaye Shannon is in charge of the overall operations of the program, the Program Directors, Coordinators, Educators, and the Office Support Staff.

In the event of the Executive Director's absence, the Program Directors or Lead Educators or Coordinators of each program would be in charge. The Program Directors are in charge of their individual programs, the Lead Educators and the Educators at their site.

***Jump Start/Kindergarten & First Grade Program – Memorial School Site:***

Program Director: Annette Gallagher  
Lead Educator & Kindergarten Coordinator: Meghan Jackson  
Lead Educator Jump Start: Kim McKellick

***Second & Third Grade Program – Wheelock School Site:***

Program Director: Stephanie Scangas  
Lead Educator 2<sup>nd</sup>-3<sup>rd</sup> grade program: Bernadette Foley

***MAP @ the Pfaff Center:***

Program Director: Kurt Jackson  
Lead Educator: TBA

***Counselor-in-Training Program:*** Gaye Shannon

The educators at MAP are qualified professionals with a variety of backgrounds and experiences. Educator's and Director's degrees include Elementary or Early Childhood Education, School Age Care, Recreation, Physical Education, Drama, Art, Music, Psychology, English, etc. MAP conducts a Sex Offender Registry Information (SORI) check and fingerprint-based national and state criminal history database check in addition to Criminal Offender Record information (CORI) and Department of Children and Families (DCF) background record checks on all of its employees prior to hire. For your child's safety, all of our educators are trained in First Aid, CPR, and Medication Administration. Throughout the year, the MAP educators are required to attend professional development training on a variety of school age topics relating to programming and quality of care that we provide to the MAP families.

## **PROGRAM INFORMATION**

### **Program Goals and Objectives**

MAP's goal is to provide a quality program. We strive to establish a supportive, relaxed environment where a child's physical, social, emotional and intellectual needs can be met. To accomplish this, a few of the program goals are as follows:

- A. To help children establish an atmosphere of respect for others and self.
- B. To assist children in developing self-control and a clear understanding of the expectations in the after-school environment.
- C. To foster an environment that offers activities children might participate in at home.
- D. To provide an environment where children develop an enthusiasm for learning, exploring, and creating through the use of play, activities, and exploration.
- E. To provide ample opportunities for indoor and outdoor time.
- F. To support parents/guardians/caregivers and encourage their involvement while building open, honest communication.
- G. To assist children in becoming independent and responsible through self-directed and individual activities.
- H. To help children learn appropriate alternatives to angry and aggressive behaviors.

## **Family Involvement**

Parents & guardians are encouraged to visit the program, participate in activities, and see their child in action. For safety and security reasons, we request that all visitors check in with the MAP staff on site. If you wish to talk with the Program Director or other educators, calling ahead and setting up a time is advisable.

MAP strives to foster good communication between parents and educators so that each child receives the individual attention needed. Newsletters, sign up forms, etc. can be found on our website: [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com) *Please remember to notify MAP of any changes in your work telephone numbers, change of jobs, emergency numbers, email addresses, and authorizations.*

Conferences will be provided upon request of the educators or the parent/guardian to discuss concerns, issues, a child's current development, etc. During conferences, educators, parent/guardians, and the child, when appropriate, may all be asked to participate in the problem solving process.

## **Enrollment Procedure**

All families interested in enrolling a child in MAP are encouraged to visit the MAP web site at [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com) or to contact the program to set up a tour and review program policies with the Executive Director or Program Director.

Children may be enrolled for one or more days per week. The options available for enrollment are:

### **Jump Start MAP at the Memorial Site:**

- Morning Jump Start MAP – 8:30 a.m.-12:15 p.m.
- Afternoon Jump Start MAP - 11:15 a.m. -2:30 p.m.
- Full Day Jump Start MAP - 8:30 a.m. -2:30 p.m.

### **Kindergarten & First Grade Program at Memorial Site:**

- Morning Kindergarten/PM MAP: K dismissal until 3:00 pm or 6:00 pm
- Full Day Kindergarten or First Grade: Dismissal to 6:00 pm.

### **First Grade – Sixth Grade:**

- Dismissal to 6:00PM.

To start the enrollment process, a completed enrollment form along with a \$50 registration fee should be sent to MAP (P.O. Box 18 Medfield, MA 02052). If the requested days are not available for your child in their particular program you can elect to be put on a list, in which MAP will notify you once the day(s) you have requested open up or at the Executive Director's discretion. If you elect not to wait for your requested days, your \$50 registration fee will be returned.

A notification of acceptance into the program will be followed by a confirmation letter and a request for a two-week tuition deposit to hold your spot. Once we receive your tuition deposit and prior to attendance in the program, MAP requires the completion of Child Information

Forms. These forms are available on our website, or paper copies are available at your request. **MAP MUST have these completed forms prior to your child's attendance.**

If choosing to withdraw from the program prior to the start of the school year, written notice is required, and tuition deposits are 50% refundable until August 15<sup>th</sup>. After August 15, you will be responsible for the month of September and your tuition deposit is non-refundable.

Once school begins, MAP requires a two-week advance written notice should you wish to withdraw from the program, change days, drop days, or add days. Tuition deposit will be refunded after receiving your written notification and once your account is paid in full.

### **Re-Enrollment Procedure and Transition Plan**

Re-Enrollment for children currently in the program begins in the early spring. The re-enrollment forms will be placed on our website: [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com). Along with the re-enrollment form a \$50 registration fee is due (\$30 additional for each sibling).

Re-enrollment is at the Executive Director's discretion; however, priority may be given to:

- Those currently enrolled and re-registering prior to MAP deadlines.
- Those enrolled in MAP during the previous year and utilizing the full day (*staying past 3:00 pm*).
- Siblings of families with a current enrollee.
- Families whose children could not be accommodated during the previous year and want MAP in the following grade or had stayed until 3:00 p.m. in our kindergarten programs.

Children re-enrolling will be confirmed for their same day(s)/schedule in MAP for the following year. Changing your scheduled days for the following year will be granted in the event space is available. MAP does its best to accommodate schedule changes. All schedule changes must be given to MAP in writing.

With written notification, families may request that their registration fee be returned in the event space does not open up at MAP for their child to attend. Families wishing to continue waiting for space to open up in the following school year/following grade must complete a re-enrollment form. Please be aware that turning down space when it becomes available, will result in their child being moved to the bottom of the list.

MAP is conveniently located at or near each of the Medfield Public Schools. Children enrolled in MAP attend the program that is at or near their school. When children transition from one program to the next, for example from the K-1 to 2-3 program, MAP assists the child and family with this transition by:

- Conducting an Open House at each of its sites prior to the beginning of school.
- Transferring the child's complete file (including progress and incident reports) to the next program.
- Welcoming families to contact us and set up individual appointments with the Educators, Coordinators, Program Director and or Executive Director if they have questions or concerns about the new program for their child.
- Providing detailed information about each of our programs on our website, [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com).



## **Transportation Plan & Procedure**

Ensuring a smooth arrival to MAP is a two-fold process involving both the parent/guardian and the MAP educators.

- First, the parents/guardians **MUST notify their child's teacher as well as the principal's office of their attendance to MAP. Jumpstart families enrolled in the Memorial Integrated Preschool must notify Memorial. A form is available via the Medfield Public schools website.**
- Second, the parent/guardian is responsible for **notifying their child's MAP program if their child(ren) will not be attending MAP.**
- Third, the parent/guardian is responsible for picking up their child (ren) and must **notify MAP if anyone else will be picking up his or her child (ren).**

The transition from MAP to school and from School to MAP is outlined below:

- ***For children that attend the Blake Middle School:***  
The children will either walk or ride the bus to the MAP program that they have enrolled in from their classrooms at dismissal. A MAP educator will greet all children and attendance will be taken.
- ***For children that attend the Dale St. School:***  
The children will meet in the MAP line at the Dale St. School. A MAP educator will greet the children and attendance will be taken. They will then walk to the MAP space at the Pfaff Center.
- ***For children that attend the Wheelock School:***  
The children will meet in the designated MAP area at the Wheelock School. A MAP educator will greet the children and attendance will be taken. They will then walk to the MAP space.
- ***For children that attend the Memorial School:***
  - The children attending the Jump Start MAP (8:30-12:15 p.m.) are dropped off by the parent/guardian and must be signed in at MAP. Children that attend the Memorial Integrated Preschool after Jump Start MAP will be walked to their classrooms at 12:15. Children that attend Memorial Integrated Preschool in the morning will be received at dismissal time (11:15) by a MAP educator and walked to the modular classroom.
  - Children that attend AM Kindergarten, Full day kindergarten or 1<sup>st</sup> grade will be received at dismissal (11:05 am or 2:30 pm) by a MAP educator in the school, attendance will be taken and children will be walked to the MAP building.
- **Field Trips** - On some early release and vacation days, MAP will take the children on field trips. MAP transports children by hired school bus only. MAP will notify you at least two weeks in advance of the planned trip. Permission slips must be signed and returned before the day of the trip. At times we take walking trips around the local area, for example to the library, parks, around the school, etc...). We try our best to keep families informed.

- **Emergency-** In the event of an emergency an ambulance will transport your child to the nearest medical facility. A MAP educator will accompany the child in the event his or her parent does not arrive to MAP prior to the ambulance leaving the emergency site. The child's Information Form will accompany the educator and child to the hospital.

### **Tuition Policy**

Tuition is due on the fifteenth of each month. Tuition is calculated by your weekly rate based on a 38 week schedule for grades 1-8 and 37 week schedule for kindergarten and Jump Start MAP. It will then be divided into 10 equal installments payable by the first of each month. Special openings, extra days, vacation tuition, etc. will be billed separately and payable upon receipt. Late payments that go beyond one week will result in an additional fee of \$10.00 for each week late. (See policy on termination.)

*Any days that are made up at the end of the year due to snow days are not covered in this agreement. In the event that the school year is extended, MAP will bill you for the extra days. You are responsible for this regardless of whether or not your child attends MAP. Failure to pay for these additional days will jeopardize your child's enrollment for the following year.*

**Statements will be printed on the 1st of the month and are due on the 15<sup>th</sup> of the month (for example you will receive your first bill September 1 and it will be due September 15).** If payment has not been received within 5 business days of the 15<sup>th</sup>, a \$10.00 late fee will be charged for each week the payment is late. Payments are to be made payable to the "Medfield Afterschool Program" or "MAP" and you can drop it at your program site, place in MAP's locked drop box located outside the Wheelock MAP modular, or mail it to: P. O. Box 18, Medfield, MA 02052

***Payments need to be either checks or money orders. Cash will not be accepted.***

Non-payment of tuition, which exceeds 30 days from the due date, may, at the discretion of the Board of Directors, be cause for termination or suspension of your child from the program. Late pick up fees will be billed separately from this agreement and are payable upon receipt. The late pick up fee is \$1.00 a minute after your normally contracted time (12:15, 2:30, 3:00, or 6:00 p.m.). We do not want to charge you this late fee; we want you to arrive on time! Please notify us whenever possible if you are going to be late so we may inform your child.

### **2015-2016 DAILY AND WEEKLY TUITION RATES**

	<u>Daily</u>	<u>Full-Time (5 days)</u>
<b><u>Jumpstart MAP</u></b>		
8:30 a.m.-12:15 p.m.	38.00	171.00
11:30 a.m.-2:30 p.m.	33.00	148.50
9:30 a.m. -2:30 p.m.	62.00	279.00
<b><u>AM Kindergarten</u></b>		
11:05 dismissal-3:00 p.m. @ Memorial	35.20	158.35
Dismissal-6:00 p.m.	53.80	242.10
<b><u>Full day K – Grade 8:</u></b>		
Afternoon dismissal until 6:00 p.m.	31.75	142.90

\*Please note that MAP accepts voucher payments from the State. A scholarship program is also available; please contact the Executive Director for more information and an application.

## **Changes, Terminations & Suspensions**

MAP requires that changes for the start of the school year be given in writing by August 15. Dropping MAP after this date will result in the loss of your tuition deposit and you will be responsible for the payment of tuition for the month of September. After September 15, a two-week advance written notice is required to make changes, drop days, or withdraw from the program. Should you wish to add days, we will honor your request at the earliest time possible and if available. All notices must be given in writing or email to the Executive Director, Program Director, or Coordinator of your child's program. Your enrollment agreement will be changed and your installment amount will be adjusted accordingly. Two week deposits are held in escrow and will be refunded to you when you leave the program and your account is paid in full

Should you wish to request an occasional extra day or to extend your child's pick up time (for example, from the 3:00 p.m. to 6:00 p.m. pick-up), we request as much notice as possible but not less than one day in advance. Please consult your child's program director. Again, this request will be honored provided there is space availability.

If your child is ill, payment is still due. **Changing or swapping days is not allowed. Please remember, you must notify your child's program when your child will not be attending MAP.**

## **Holidays & Vacations**

If a non-school day or holiday falls during a normal school week, you must pay tuition for that day with the exception of the December, February, and April vacation breaks.

MAP is closed during the December vacation break (**December 24- January 1, 2016**) and tuition is not charged for this week.

MAP is open during the vacation weeks in February (**2/16-2/18**) and April (**4/19-4/22**) **for children in kindergarten through grade 8 (not available for Jump Start families). Tuition is due only if you elect to sign up in advance for these special vacation programs.** Sign-ups for February & April Vacation will be placed on MAP's web page: [www.medfielddafterschoolprogram.com](http://www.medfielddafterschoolprogram.com).

The non-school days or holidays that **MAP is CLOSED** for the 2015-2016 school year are:

- September 4 & 7
- October 12
- November 11, 26 & 27
- December 24-31
- January 1 & 18
- February 15 & 19 (during February Vacation)
- April 18 (during April Vacation)
- May 30

The non-school days or holidays that **MAP will be OPEN and offering full day programs for Kindergarten through grade 8 (not available for Jump Start families):**

- Monday, August 31, Tuesday, September 1, *Wednesday, September 2 and Thursday, September 3(K only)*
- Monday, September 14
- Wednesday, September 23
- Friday, October 9
- Wednesday, November 25
- Friday, February 5, February 16-18 (February Vacation)
- Friday, March 25
- April 19-22 (April Vacation)

Sign-ups for these days will be available in the weeks prior to the special sign up day on our web site: [www.medfielddafterschoolprogram.com](http://www.medfielddafterschoolprogram.com) Advance sign-up and payment (additional tuition) is required to attend on these special full day openings (8:00 am – 6:00 pm.).

### **Early Release Days**

**MAP is open on all early release days for K-8<sup>th</sup> grade (not available for Jump Start families) AND there is no extra charge.** Families are responsible for packing their child a lunch *and a toothbrush* if you want your child to brush his or her teeth at MAP.

**For 2015-2016, the scheduled school wide (K-12) early release days are:**

- Wednesday, December 16
- Friday, January 15
- Friday, April 8
- Friday, May 13
- Wednesday, June 22(*Last day of school, unless the school year is extended due to emergency school closings.*)

On early release days, AM K has no school. MAP provides coverage for morning kindergartners enrolled in the K-1<sup>st</sup> grade program at Memorial from 8:30 a.m. until their regular pick up time. (3:00 or 6:00 pm) All other grades will be released at their early release day time. **PLEASE REMEMBER TO PACK YOUR CHILD A LUNCH and a Toothbrush if applicable.**

**School Conferences are early release days for grades FDK-5 and non-school days for AM kindergarten. These dates are:**

- Tuesday, November 10
- Thursday, November 19
- Tuesday, March 8
- Wednesday, March 16

On parent/teacher conference days, AM K has no school. MAP provides coverage for morning kindergartners enrolled in the K-1<sup>st</sup> grade program at Memorial from 8:30 a.m. until their regular pick up time. (3:00 or 6:00 pm) All other grades will be released at their early release day time.

Grades 6-8 are released at their normal time. *PLEASE REMEMBER TO PACK YOUR CHILD A LUNCH and a Toothbrush if applicable.*

### **Late Pick-Up Policy**

MAP closes at 6:00 PM. Parents/Guardian/Authorized Pick up Persons arriving at or leaving the program after 6:00 PM will be charged a late fee of \$1.00 per minute. Jump Start/Kindergarten families electing the 12:15, 2:30, or 3:00 PM pick-up will be subject to the same late fee.

The late fee is paid to the educators that are on duty. **Remember, we do not want to charge you this late fee; we want you to arrive on time.** You will be asked to sign in the late fee notebook. Payment is preferred that day. MAP can bill you if necessary and payment is due upon receipt. **If you are going to be late, please call MAP and let us know.**

In the event that the parent/guardian/pick-up person is *15 minutes* late picking up, a MAP educator will attempt to contact the parents/guardian at home, work, cell, etc... A MAP educator will continue to attempt to reach the parent/guardian using the numbers listed in their child's file.

After *30 minutes* have passed beyond the pick-up time without a call from or reaching the parent/guardian/pick-up person, the MAP educator will then begin calling people listed on their Child's Information Page under Authorized to Release and Emergency Pick-up.

If a person listed in the child's file comes to pick them up, a MAP teacher will leave a note on the door letting the parent/guardian know who picked up and the time, as well as leaving another round of messages with the same information.

After *1 hour* has passed beyond the pick-up time and the MAP educators are still unable to contact the parent/guardian and found no one on the Authorized to Release or Emergency Pick-Up to come for the child, the MAP educator will call the Medfield Police Department for assistance. **Parents/Guardians who are consistently late or significantly late without calling will be suspected of abuse and neglect.**

## **HEALTH & SAFETY**

### **Behavior Management Policy**

Behavior Management and guidance is based on an understanding of the needs and development of the child as well as the circumstances of the moment. What is effective in one situation may not be appropriate in another. Similarly, what works well for one child may not be effective if tried with another child.

Our primary goals for behavior management and guidance are to:

- Maximize the growth, learning and development of the child
- Ensure the safety & protection of the group
- Avoid suspension and/or termination of the child due behavior challenges.

Techniques employed at MAP are constructive and positive. Behavior management at MAP strives to enable the child to be actively involved in solving his/her problems in socially acceptable ways, and to foster the child's respect for others, their rights and feelings. At the same time MAP works toward ensuring that others respect the child and his/her rights and feelings. In

this manner we believe that children will learn to develop their own internal monitoring systems. Behavior Management is a method of enhancing a healthy self-esteem within the child.

Techniques for handling various behavior management situations at MAP are:

- helping with decision making and problem solving
- modeling and encouraging appropriate behavior
- modeling and encouraging effective communication skills
- maintaining consistent rules
- supporting and encouraging
- using logical consequences
- using behavior modification techniques

At MAP and in accordance with Massachusetts State Law 102 CMR 11.05:5:

- no child shall receive corporal punishment including spanking
- no child shall be subject to severe or cruel treatment, humiliation, or verbal abuse
- no child shall be denied food as a form of punishment
- no child shall be punished for soiling or wetting

Techniques for building self-esteem:

- Set a good example
- Let children know they are valued; it's their behavior which may be inappropriate
- Include children in activities, decision making, and problem solving
- Tell children their strengths, don't stress their weaknesses
- Treat each child with honesty and respect; do not compare one child with another
- Encourage children to take risks and gain confidence
- Encourage achievements
- Show understanding
- Talk with children, not at them
- Look for opportunities for success
- Reward each child with statements and actions just because (s)he exists
- Value children for who and what they are not for what they do

MAP educators welcome family input and insight into their child's personality & behaviors, as they know their child best. Open communication can lead to the development of strategies and techniques that can be consistently used both at home and MAP. MAP educators will meet with the parent/guardian as needed to discuss:

- Consultation and or assistance in developing a consistent plan for behavior management at the program and home
- Supportive services that might be available to the family and or program through the schools or other resources (see #24-Referral Policy)
- Educator training & support

In the event that a child's social, emotional, or behavioral needs cannot be met by MAP's behavior management policy, the MAP educators may confer with support staff, the child's parents/guardians and possibly the child's teacher to strategize further techniques. If MAP still cannot meet the individual needs of the child, it will be brought to the Board of Directors for review. The Board of Directors reserves the right to terminate a child if the program cannot meet his or her individual needs and to re-enroll a child in the event he or she was terminated for behavioral reasons.

## **Absences**

If for any reason your child will not be attending MAP on their regularly scheduled day you must call or email and let MAP know that your child will be absent. This will assure the staff of the safety and whereabouts of your child; absences without prior notice may cause concern that a child is missing and unnecessary time will be spent in searching for the child.

In the event that your child does not show up to MAP on their scheduled day, and MAP has not been notified of this change prior to arrival, MAP will follow our missing child procedure. The family will receive a reminder the first time educators must “find” their child; subsequent incidences will result in the assessment of a “finder’s fee.”

First Find or Offense: Reminder      Second Offense: \$5.00      Third Offense: \$10.00

Each time MAP must “find” your child the fee will increase \$5.00 to a maximum of \$25.00. Once families have reached the maximum fee, the issue will be brought to the Parent Board for review to determine if enrollment in the program will continue or be terminated.

**ALWAYS CALL OR EMAIL YOUR CHILD’S PROGRAM DIRECTOR @ MAP when your child will not be attending MAP for any reason. If emailing, please be sure to get a response from your program director and if you do not get a response, please call as the program director may be out or away from their desk.**

## **Health Policy**

Our Health Policy has been designed with both adults and children in mind. In many cases it is not in the best interest of an individual or the group for the child to remain at MAP, but at the same time we understand that it is difficult for the parent/guardian to miss work. While there is no entirely satisfactory solution, we ask that parents/guardians keep their child home if he or she is sick. If your child is too ill to go to school, we ask that you keep your child home from MAP as well. Children often tell parents/guardians that they really want to come to school/MAP following an illness or sleepless night. We insist that you, the parent/guardian, make that medical judgment as well as following the guidelines below.

Criteria for sending a formerly ill child back to MAP (If there is any doubt, please check with us):

- if a child is allowed back in school and/or
- fever free for 24 hours
- free of diarrhea for 24 hours
- free of vomiting for 24 hours
- when medication for communicable diseases is required, the child must have been on the medication for 24-48 hours after 1<sup>st</sup> dosage

Due to the number of children in close contact it is impossible to totally eliminate the spread of infection in an after school program. Children often harbor viruses before symptoms appear and therefore unknowingly infect other children.

In an attempt to reduce the incidence of illness in our program, the following precautions are taken:

- Frequent and thorough hand washing by educators and children
- Daily disinfecting of bathrooms, eating areas, eating utensils, etc.
- Areas contaminated with body fluids will be washed with a strong disinfectant

Criteria used for sending a child home:

- moderate to high fever (100 or above)
- vomiting or diarrhea
- certain suspected contagious diseases (i.e. unknown rash)
- an illness which prevent participation in group activities or increase the risk of illness to the group
- head lice
- illnesses requiring prolonged individual staff attention, which interferes with the safety and the normal functioning of the group

Please notify MAP of your child's contagious disease or exposure to a contagious disease (chicken pox, head lice, fifth disease, conjunctivitis, strep throat, etc...). If your child has been exposed to anything here at MAP, we will post that information.

**FAMILIES ARE RESPONSIBLE FOR CONTACTING MAP AND NOTIFYING US OF ABSENCE PRIOR TO THE TIME THE CHILD ARRIVES TO THE PROGRAM.**

### **Oral Health**

MAP is required by the Department of Early Education and Care (EEC) to assist children in brushing their teeth whenever they are in our care for more than four hours or whenever they consume a meal while in our care. This regulation was instituted to increase the awareness of the importance of good oral health practices for children.

Children who meet this criteria, with parental/guardian permission, will have the opportunity to brush their teeth at MAP. MAP & the EEC respect that it is the family's choice, and allows families to choose to participate or opt out of having their child brush their teeth while in our care. Families may indicate their choice on their child's MAP Child Information Form. This too will apply for children attending MAP and eating lunch on early release days, non-school days and over the vacation weeks.

**MAP asks that families:**

- Provide their child with a toothbrush, labeled with their child's name (we recommend using a sharpie marker and painting over the name with clear nail polish).
- Keep their child's toothbrush in a disposable plastic zip bag in their lunch box.
- Each evening families should remove the tooth brush from the bag and allow it to air dry overnight before putting it back in their lunch box.
- Continue to reinforce tooth brushing at home for good oral health.



## **Medication Policy**

**All medication MUST be HANDED to a MAP educator** in its original container with clear instructions and be accompanied by a **completed Medication Consent Form** authorizing MAP to give the medicine to your child. **Medication of any kind should never come to school or MAP in a lunchbox or pocket.** No educator shall administer the first dose of any medication to a child, except under extraordinary/emergency circumstances and with the parent/guardian consent. All medication will be stored under proper conditions for sanitation, preservation, security and safety. All unused medication will be returned to the parents. We suggest that you ask the pharmacist for two containers with the proper labeling, one for home and one for MAP.

In order for **any** medication to be dispensed at MAP, the appropriate form must be completed and signed by both the child's doctor and parent/guardian. Please read through the different descriptions of each form and choose the appropriate one for the medication you wish to keep at MAP. If you have any questions, please contact your child's Program Director.

**Severe Allergy Action Plan** - For all severe allergies which require an antihistamine and/or an EpiPen.

**Individual Health Care Plan** - For any chronic condition, other than severe allergies, which require medical treatment such as asthma, ADHD (if medication is given at MAP), diabetes and non-severe allergies.

**General Medication Form** - For both prescription and non-prescription medications that are NOT necessary for a severe allergy or a chronic condition. (Examples: ibuprofen, antibiotics, etc)

The forms listed above are available on our website [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com) and at each of the MAP sites and must be completed annually.

## **Snow Days & Emergency Closings**

When the Medfield Public Schools are closed, MAP cannot provide care, and will be **CLOSED**. Regular tuition payments are still due for snow/emergency closing days.

- ***Delayed Openings:*** In the event of a delayed opening, MAP will open after that delay. For example, after a 1-hour delay MAP will open at 9:30 am for Jump Start MAP at Memorial.
- ***Cancellations (AM kindergarten)(full day k follows 1<sup>st</sup> grade schedule):***

**If morning kindergarten is cancelled**, children in Jump Start MAP and kindergartners who attend MAP at Memorial can be dropped off at 11am. For all other children in the program, MAP will open at the usual time.

**If afternoon kindergarten is cancelled**, and your child is in morning MAP or Jump Start MAP, you will need to pick up your child at 12:00 pm (K) or 12:30 (Jump Start) (the time they would normally be released to school). It is very important that you have a designated person(s) to care for your child in the event that you are unable. The Memorial School and MAP suggest that it be a neighbor or someone local.

➤ **Early Closings:**

**For children in Jump Start, Morning kindergarten or FDK-Grade 8:** If the schools elect to close early, MAP will be closed for all children grades K-8 and Jump Start. Children will be sent home (K-8) or to your emergency destination on the bus. Jump Start children will need to be picked up from MAP or the Memorial Integrated pre-school program. They will not be sent to MAP as MAP will not be open! If the Medfield Public Schools elect to close after the children who attend AM kindergarten and Jump Start children are in attendance at MAP, parents will be called by the MAP staff to come and pick up their children as soon as possible but no later than 3:00 p.m.

**It is very important that you have designated person(s) to care for your child in the event that you are unable. The Medfield Public School and MAP suggest that it be a neighbor or someone local.**

In the event there is a weather related or other emergency and the schools are closed but MAP is scheduled to be open or if MAP elects to close early, MAP will communicate with an email notice asking that you come and pick up your child as soon as possible, post on our website, will broadcast on Channel 7 News and on their web site [www.whdh.com](http://www.whdh.com) any closings, delays, or emergencies (early closing). We will also call and request that you come and pick up your child **as soon as possible**. MAP will use its own discretion on its openings and closing based on the severity of the emergency.

**Other emergencies:**

If MAP were to lose power, heat, or have any other emergencies that would necessitate us to evacuate the building, the following procedures will be implemented:

MAP will announce on Channel 7/[www.whdh.com](http://www.whdh.com) an emergency closing. All families will be contacted and ask to come and pick up their child or send their emergency designated person. If these locations are not deemed appropriate by Town Officials, we will follow their instructions and notify you as to where we are. Please remember to keep MAP updated on your numbers and persons that we are authorized to release your child to.

**If your child attends the Jump Start/K-1 Program at the Memorial School:**

- If we need to leave the immediate area, we will proceed to the Dale Street School or to the Pfaff Center.

**If your child attends the 2-3 Program at the Wheelock School:**

- If we need to leave the immediate area, we will proceed to the Medfield High School

**If your child attends MAP @ the Pfaff Center:**

- If we need to leave the immediate area, we will proceed to the Dale Street School or the Memorial School.

***It is very important that the Medfield schools as well as MAP have names and numbers of emergency persons that we can access in the event of any emergency closings.***

### **Release of a Child by MAP**

**MAP will not release a child to anyone other than the parent or guardian unless notification has been given to the program.** MAP prefers written notice but in the event that a phone call is necessary a MAP educator may call the parent/guardian back to verify the phone call is legitimate. The parent/guardian also may be asked to email a note verifying the release. If someone other than the parent/guardian shows up to pick up the child without prior notification, MAP will attempt to contact the parent/guardian until authorization is given for the release of the child. MAP requires that people other than the parent or guardian picking up the child show some picture form of identification before a child will be released. We ask that families inform the person picking up of this factor to avoid problems. Please be understanding of this policy. We do this for the protection and safety of the children. In the beginning of the year even parents/guardians may be asked for identification until the educators become familiar with faces. We appreciate your understanding.

In the event that MAP believes any parent/guardian appears to be incapacitated or unable to provide appropriate care and protection for that child the parent/guardian or caretaker will be asked to provide for an appropriate alternative pick up of the child. MAP shall determine the appropriateness of this alternative. MAP reserves the right to call the Medfield Police to insure the safety of the child. MAP will also consider this as a cause of suspected abuse and neglect and will follow the policy as outlined in the following Abuse and Neglect Policy.

### **Abuse & Neglect Policy**

In cases of suspected abuse or neglect occurring outside of the program, the educator will immediately notify the Executive Director or Program Director and file a 51-A with the Department of Children and Families. The Department of Early Education and Care will also be notified. All educators are mandated reporters of suspected abuse or neglect and will comply with all regulations pertaining to this issue.

#### **Procedure for reporting suspected abuse or neglect by a parent/guardian or other adult responsible for the child:**

Educators having any concerns about a child should first discuss their concerns with the Executive and/or Program Director and other relevant educators. Educators should document their concerns as soon as an incident is noticed or suspected. If a referral to the Department of Children and Families is deemed necessary, MAP reserves the right to decide whether the referral should be discussed with the parent/guardian. This decision will be based on the specific situation and the child's safety. After discussing the concerns and the referral, all parties should agree upon and sign a social service referral plan. A follow-up appointment should be scheduled with the parent/guardian to discuss the outcome of the referral. Whenever possible, educators will furnish names and numbers of referral agencies. Educators should document their concerns, any recommendations made, meetings held, and the date for the follow-up appointment on a MAP social service plan.

#### **Procedure for reporting suspected abuse or neglect by a staff member:**

When either a parent/guardian or educator has a concern about a particular educator, it should be brought immediately to the attention of the Executive Director, Program Director, or the Board of Directors. The Executive Director or Program Director should notify the President of the Board of Directors. The Executive Director or Program Director will document issue/incident/concerns and notify both the Department of Early Education and Care and the Department of Social Services. The educator that is suspected will then be placed on a temporary leave of absence until

an investigation is completed. The educator will be given one week paid leave. The educator may not return to work until the Department of Early Education and Care approves his or her return, even if the Department of Children and Families has given approval.

### **Referral Plan**

The Medfield Afterschool Program shall provide, when appropriate, referral service recommendations. These recommendations shall include social, mental health, educational and medical services.

The educators at MAP shall document all concerns prior to submitting to the parent/guardian the concern for referral and discuss when appropriate their concerns with the Program Director and Executive Director. A meeting will be set up with the parent/guardian to discuss their concerns. All documentation relating to the referral will be made available to the parent/guardian at this meeting. If a referral recommendation is made, written consent from the parent/guardian needs to be obtained. The Medfield Afterschool Program will keep documentation of the meeting with the parent/guardian and any referrals that may be made.

The following is a list of referrals currently utilized by the Medfield Afterschool Program:

1. Medfield Public Schools: Pupil Services Director, 359-7135 and/or individual school principals, guidance counselors, school psychologists, and school nurses.
2. Medfield Youth Outreach Office: 359-7121
3. Parental Stress Line: 1-800-632-8188

## **GENERAL INFORMATION**

### **Fundraising:**

On occasion, the MAP children may participate in fundraising for either the program or for other charities (making pins to sell for Cradles to Crayons or selling lemonade/baked goods for a charitable cause).

### **Directory Information/Photo Policy:**

The name, address, email, and phone number of MAP children may be shared within our community for the development of lists, parent phone/email chains, etc. Also, from time to time we publish pictures of MAP events on our website, face book page, program newsletters/emails, and in the newspaper that may contain your child's photo. In those instances, identifying information does not accompany the photo. If you do not wish to share your child's directory information, and/or do not consent to having your child's photograph appear in the above mentioned, please notify your child's program director in writing by September.

### **MAP INFORMATION & COMMUNICATION:**

MAP's Family Handbook, Calendar, Sign up Forms, Newsletters, and other important information are available on the MAP web page, [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com). It is the responsibility of the parent/guardian's to notify MAP if they do not have access to the internet. MAP will then know to provide such families with paper copies.

MAP utilizes a “bulk e-mail program” as a means for communicating important updates and information to our families. We will use the email addresses you provided on the first page of our child information form. If you have additional emails that you would like us to notify you with, please email [gayeshannon@verizon.net](mailto:gayeshannon@verizon.net) .

### **Lunch (Jump Start and AM Kindergarten)**

Jump Start and AM Kindergarten children should bring their lunch to eat at the program. **On early release days, all children should bring a lunch.** Please remember that your child stays very active and good nutrition is important. MAP will provide milk and water at lunch. Space will be provided for lunch and snack.

Some lunch suggestions are: sandwiches with meat or cheese, yogurt, fresh fruit and vegetables, and foods to be re-heated such as soup, macaroni & cheese, spaghetti, etc. The programs do have microwaves and will heat up food (not cook).

### **SNACK (all programs)**

MAP provides an afternoon snack. We serve water and offer a variety of snacks from day to day. Fruit or crackers are available as an alternative to the snack of the day.

Some snack items may include: fresh, canned or dried fruit, fresh vegetables, bagels, pretzels, chips & salsa, cereal with milk, popcorn, crackers with cheese, etc... **Please be sure and let us know if your child is allergic to anything!** We prefer that children eat the snacks that MAP provides, however exceptions will be made for children who have allergies or who need to follow a specific diet. Please speak with your Program Director, Coordinator or Lead Teacher regarding this issue.

### **Clothing & Belongings**

- ALL of your child’s belongings should be labeled with your child’s name.
- Your child should carry a tote bag or backpack to help keep his or her things together.
- Each child has a place to put their things on the days that they attend. Cubby space is very limited. During the year we will work with the children teaching them to manage their belongings. It is easiest for everyone if your child uses a large enough bag in which all of his/her "stuff" will fit.
- If your child is in the Jump Start/K-1<sup>st</sup> grade program, an extra set of clothes should be brought in and left at MAP. MAP will hold on to this set of clothes in case of an accident (puddles, spills, mud etc...). Please label all of the clothes and put them in a plastic bag for storage.
- All children go outside to play almost every day. Please be sure that your child is dressed appropriately for the weather.
- Please limit the amount of toys that come from home. MAP has carefully chosen appropriate toys and equipment, which we encourage the use of while your child is at MAP. Often toys from home are put down and lost or damaged. We also request that toys with weapons be kept at home. We would appreciate your help with this matter.
- Please help your child gather his or her belongings and SIGN HIM/HER OUT with the time of pick up each day.
- Please remember to check your Family Mailbox for program information, sign ups, bills, and newsletters.

### **Homework Policy**

MAP will provide children in grades 2 and up with a designated space and time to do homework. An educator will be there to provide assistance to the group. At your request we can provide you and your child a homework contract. This contract allows the parent/guardian and child to talk about what the expectations are for the amount of time that is necessary to spend on homework at MAP. Children with homework contracts will be encouraged to do their homework, but ultimately it is their responsibility for seeing it through. This is our way of fostering their independence and helping them to be responsible for their actions and choices.

### **Outdoor Play Policy**

MAP attempts to go outside every day (the exceptions being when it is raining or the temperatures are extremely hot or cold); therefore it is important that you dress your child accordingly.

Outdoor play is a necessary and beneficial part of your child's day providing a balance in their daily routine. Outdoor play is developmentally important offering a variety of opportunities for gross motor development. Outdoor play in large open spaces also helps to decrease the spread of infection and germs.

To protect your child in the heat and sun, as before, MAP suggests dressing your child appropriately (hats, visors, or sunglasses). We provide the children with plenty of water to prevent dehydration, and limit time outside during extreme heat. MAP will apply sunscreen to prevent sunburn, with your permission.

### **Pick Up, Drop Off & Parking**

When dropping your child off at MAP, please enter the building with him/her and see that the child is left under the supervision of a MAP educator. If your child attends morning Jump Start or on special openings days for K-8<sup>th</sup> grade, **YOU MUST SIGN YOUR CHILD INTO THE PROGRAM** including the **time** of drop off; a sign-in sheet is available in the classroom. We ask that you do this for your child's safety and security, and so that educators may communicate any pertinent information with you.

When picking your child up from MAP, **YOU MUST SIGN OUT** including the **time** of pick up. Even if your child is playing outside when you arrive, please enter the building with him/her, help collect all belongings, and sign out.

Written notification must be given to MAP when someone other than the child's parent/guardian will be picking him/her up. You may e-mail this notification but if no response to email, please follow up with a phone call to assure we received the information. In an emergency, please speak to the Program Director, Coordinator or Lead Teacher of any changes. He or she may ask to call you back to verify your identity. **Your child will not be released to anyone without prior notification.**

If there is an individual who is specifically not allowed to pick up, please notify MAP in writing and provide MAP with supporting court orders/documentation.

**PARKING** – for everyone's safety, we ask that you please follow the signs/directional arrows and park in the designated parking spots. Please refrain from parking on the curb or in the fire lanes. When driving into and out of the lots we ask that you keep in mind that there will be children & families walking out from and in-between parked vehicles.

**Employment of MAP educators by a MAP family policy**

Educators employed by MAP are free to pursue outside activities or accept responsibilities as they wish, as long as they do not interfere with their duties/hours at MAP or conflict with MAP.

Outside arrangements families make with the MAP educators for baby-sitting, transportation, etc. are between the educator and the family. No educator may privately care for children in any of the MAP locations at any time, including before school starts, after school, or after MAP closes. Arrangements for outside services should be arranged outside of MAP. MAP has no obligation or responsibility with regard to private arrangements made between an employee and a family.

**Recyclables**

MAP uses all sorts of recyclables for projects and activities. We also collect broken machines, phones, toasters, fans, etc. for our take-apart centers. We invite you to save things for us (including, but not limited to): toilet paper rolls, paper towel rolls, coffee cans, clear plastic containers with screw-on lids, egg cartons, colorful magazines, baby food jars and PAPER of all kinds (computer, letterhead etc. from work). Please check with your site or on our website, [www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com) for items that we are collecting.

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